

## QUICK REFERENCE GUIDE

### Using SWIFT Queries for Clean Up and Review

December 4, 2015

## Use SWIFT Queries for Clean Up and Review

This topic provides a listing of SWIFT queries that can be used to manage your assets, along with general instructions for using the SWIFT Query Viewer. A list of commonly used queries, along with a description of use is provided below.

### Queries to Lookup Asset Profile and Category Information

#### 1. M\_AM\_GBL\_ASSET\_PROFILE.

M_AM_GBL_ASSET_PROFILE- Lists current Asset PROFILE_ID																
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (62 kb)																
<a href="#">View All</a>																
SetID	Profile ID	Descr	Asset Desc	Capitalize	Taggable	Acq Code	Asset Type	Threshold ID	Category	Convention	Retire Conv	Method	Life	Salvage %	Category	Eff Date
1	SHARE BLDG_DEPR	Buildings - Depreciable	Buildings - Depreciable	Y	N	P	Facility		BLDG	AM	AM	SL	420	0.0000000000000000	BLDG	01/01/1901
2	SHARE BLDG_IMPV	Building Improvements	Building Improvements	Y	N	C	Facility		BDIMP	AM	AM	SL	420	0.0000000000000000	BDIMP	01/01/1901
3	SHARE BLDG_LHI	Build - Leasehold Improvements	Build - Leasehold Improvements	Y	N	C	Property		BDIMP	AM	AM	SL	420	0.0000000000000000	BDIMP	01/01/1901
4	SHARE BLDG_NOND	Buildings - Non Depreciable	Buildings - Non Depreciable	Y	N	P	Facility		BDNON	AM	AM	MN	0	0.0000000000000000	BDNON	01/01/1901
5	SHARE BLDG_OL	OPERATING LEASE BUILDING	OPERATING LEASE BUILDING	Y	Y	P	Facility		LBLD	AM	AM	SL	420	0.0000000000000000	LBLD	01/01/1902

Query Name	M_AM_GBL_ASSET_PROFILE
Description	Lists current Asset <i>Profile ID</i> 's, along with corresponding <i>Category</i> and <i>Asset Type</i> .
Uses	Use this information to understand the setup of each of the Profile ID's. When recategorizing an asset, this query can be used to identify valid combinations of <i>Profile ID</i> , <i>Category</i> and <i>Asset Type</i> .
Prompts	This query does not have any prompts and will generate the complete list when run.
Fields	SetID; Profile ID; Descr (Description); Asset Desc (Asset Description); Capitalize; Taggable (Y/N); Acq Code (Acquisition Code); Asset Type; Threshold ID (Not Used); Category (Asset); Convention (Depreciation); Conversion (Retire); Method (Depreciation: SL – Straight line; MN – Manual); Life (Useful Life of Asset); Salvage % (Fleet); Asset Category (Duplicate); Effective Date (Category); Description (Category); Intangible (Y/N); Status (Depreciable: D – Depreciable, N – Non-Depreciable); Leased (Y/N); Prop Int (Property Interest); Inv (Investment Property).

<b>Query Name</b>	<b>M_AM_GBL_ASSET_PROFILE</b>
<b>Notes</b>	The generated list will have some columns with duplicate information, or ancillary information. If you download the information to Excel, you can hide or delete these columns.

## 2. M\_CG\_GBL\_CATEGORIES\_ASSETS.

M_CG_GBL_CATEGORIES_ASSETS- Categories with Asset Profile				
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (41 kb)				
View All <span style="float: right;">First 1-100 of 212 Last</span>				
	SetID	Category Code	Asset Profile	Descript
1	SHARE	21101701	NCP_EQP10	Mowers > Agricultural machiner
2	SHARE	21101703	FLEET10	Harvesters > Agricultural mach
3	SHARE	21101704	FLEET10	Combine harvesters > Agricultu
4	SHARE	21101705	NCP_EQUIP	Threshing machines > Agricultu
5	SHARE	21101706	EQUIP10	Crop dividers > Agricultural m
6	SHARE	21101800	NCP_EQP10	Dispersing and spraying applica
7	SHARE	21101900	NCP_EQUIP	Poultry and livestock equipment

<b>Query Name</b>	<b>M_CG_GBL_CATEGORIES_ASSETS</b>
<b>Description</b>	List of current Purchasing Category Codes which are associated with Asset <i>Profile ID</i> 's.
<b>Uses</b>	Identify Purchasing Category Codes that are linked to an Asset Profile ID. When these Purchase Category Codes are entered for a Purchase Order (PO) Line item, a default Asset Profile ID is automatically entered for the Line. When a Profile ID is entered, an asset will be created in the Asset Management module from the Receipt and Voucher records.
<b>Prompts</b>	This query does not have any prompts and will generate the complete list when run.
<b>Fields</b>	SetID (Share); Category Code (Purchasing), Asset Profile, Descript (Purchasing Category Description).

## Queries to Run Regularly to Manage your Assets

### 1. M\_AM\_GENERAL\_INFO

**M\_AM\_GENERAL\_INFO - ASSET, COST, LOCATION, DESCRIP**

Business Unit:

Profile ID OR %:

Asset Status I, A, D, %:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (957 kb)

[View All](#)

	Unit	Asset ID	Tag Number	Descr	Short Desc	Status	Profile ID	Capitalize	Acq Code	Acq Date	Mfg ID	Manufacturer	Model	Serial ID	Date Made	Hazardous Asset	VIN	In Service Dt
1	G1001	0000000000001		Room Rental for Training	Room Renta	D	LSE_BLDG	N	P	08/10/2011						N		08/10/2011
2	G1001	0000000000002		Ricoh MPC4501 Includes 100 she	Ricoh MPC4	D	NCP_EQP05	N	P	08/10/2011						N		08/10/2011
3	G1001	0000000000003		Ricoh MPC4501 Includes 100 she	Ricoh MPC4	D	NCP_EQP05	N	P	08/10/2011						N		08/10/2011

Query Name	M_AM_GENERAL_INFO
Description	List of assets with summary (total) cost, summary (total) quantity, and Location. (To view detailed asset information, view the M_AM_GENUSER_INFO query.)
Uses	<p>For assets with Status “In Service”, use the fields listed below to identify issues:</p> <p><b>Cost:</b> Review assets with small costs and verify that they should be assets.</p> <p><b>Quantity:</b> Normally, the asset Quantity should be “1”. Verify any other Quantity.</p> <p><b>Tag Numbers:</b> If your agency requires Tag Numbers, review for missing Tag Numbers.</p> <p><b>Location:</b> Review for invalid Locations.</p> <p><b>Profile ID's:</b> Profile ID's should relate to the cost of the asset. You can select each Profile ID (or Group of Profile ID's) and review the associated costs to find any anomalies. If you find issues, you will need to verify that the Asset Type, Category, Profile ID and Useful Life are correct for the asset. Refer to the <a href="#">“Recategorizing an Asset (RCT)”</a> topic for assistance.</p> <p><b>Blank Profile ID's:</b> All assets should have a Profile ID. When using the Wildcard (%) for the Profile ID, assets with blank Profile ID's will be included in the list and will need to be verified. Please enter missing Profile ID's.</p>
Prompts	Business Unit, Profile ID or Wildcard (%), Asset Status or Wildcard (%).

Query Name	M_AM_GENERAL_INFO
Fields	<p>Most fields in this query can be found on the <i>Basic Add</i> page tabs (Refer to <a href="#">Creating (or Updating) Assets with Basic Add</a> topic).</p> <p><b>General Info tab:</b> Business Unit, Asset ID, Tag Number, Description, Short Description, Status, Profile ID, Capitalize, Acquisition Code, Acquisition Date</p> <p><b>Operation / Maintenance tab and Manufacturer/License/Custodian tab:</b> Manufacturing ID, Model, Serial ID, Date Made, Hazardous Asset, VIN</p> <p><b>Location/Comments/Attributes tab</b> Location, Description, Location Status (not available for viewing)</p> <p><b>Asset Acquisition Detail tab</b> System Source, Purchase Order Unit, Purchase Order Number.</p> <p><b>Book page Link on General Info tab</b> In Service Date</p> <p><b>Cost History page</b> (refer to "<a href="#">Viewing Cost History</a>" topic). Quantity, Cost.</p>
Notes	<p><b>Common Asset Status Codes:</b> I – In service D- Disposed (Retired) A – Received (Not in Service)</p> <p><b>System Source:</b> Will only display "PAP" (AP Online Entry page) or blank by design.</p> <p><b>Location Status</b> (is not available for viewing in Basic Add) A – Active I -- Inactive</p>

## 2. M\_AM\_GENUSER\_INFO.

M_AM_GENUSER_INFO																	
Business Unit: <input type="text" value="G1001"/>																	
<a href="#">View Results</a>																	
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (2908 kb)																	
<a href="#">View All</a>																	
	Unit	Asset ID	Tag Number	Descr	Short Desc	Status	Profile ID	Capitalize	Acq Code	Acq Date	Mfg ID	Manufacturer	Model	Serial ID	Date Made	Hazardous Asset	In Service Dt
1	G1001	000000000004		SOFTWARE LICENSE FEES/RENTALS/	SOFTWARE L	I	SEN_SOFT	Y	P	07/11/2011						N	07/11/2011
2	G1001	000000000005		Quotation #4709700 - Adobe Acr	Quotation	I	SEN_SOFT	Y	P	08/03/2011						N	08/03/2011
3	G1001	000000000008		InstallShield Professional Mai	InstallShi	I	NCP_SOFT	Y	P	08/17/2011						N	08/17/2011

Query Name	M_AM_GENUSER_INFO
Description	List of assets with general information and detailed cost information, along with <i>User Defined</i> fields. This query provides a separate line for each “Cost” record of an asset. Some assets will have multiple cost records and will have corresponding number of lines for the asset.
Uses	<p>For assets with Status “In Service”, use the fields listed below to identify issues:</p> <p><b>Profile ID’s / Category Combination:</b> Verify that the <i>Profile ID</i> and <i>Category</i> from the most recent Cost record is a valid combination. The “M_AM_GBL_ASSET_PROFILE” provides a listing of valid combinations. If you find issues, you will need to verify that the <i>Asset Type</i>, <i>Category</i>, <i>Profile ID</i> and <i>Useful Life</i> are correct for the asset. Refer to the “<a href="#">Recategorizing an Asset (RCT)</a>” topic for assistance.</p> <p><b>Custodian:</b> If your agency tracks Custodians for assets, review for missing or invalid records.</p> <p><b>User Fields 1-10:</b> If your agency tracks information in these User-defined fields, review for missing or invalid records.</p>
Prompts	Prompt for Business Unit.

Query Name	M_AM_GENUSER_INFO
Fields	<p><b>Most fields in this query can be found on the <i>Basic Add</i> page tabs (Refer to Creating (or Updating) Assets with Basic Add” topic.</b></p> <p><b>General Info tab:</b> Business Unit, Asset ID, Tag Number, Description, Short Description, Status, Profile ID, Capitalize, Acquisition Code, Acquisition Date, Asset Subtype.</p> <p><b>Operation / Maintenance tab and Manufacturer/License/Custodian tab:</b> Manufacturing ID, Model, Serial ID, Date Made, Hazardous Asset, VIN, Sequence, Custodian.</p> <p><b>Book page Link on General Info tab</b> In Service Date</p> <p><b>Location/Comments/Attributes tab</b> Location, Description, Location Status (not available for viewing). Address 1, Address 2, City, Street, Postal Code.</p> <p><b>Asset Acquisition Detail tab</b> System Source, Purchase Order Unit, Purchase Order Number.</p> <p><b>User Defined Fields tab</b> User Fields 1 through 10.</p> <p><b>Cost History page</b> (refer to “<a href="#">Viewing Cost History</a>” topic). Accounting Date, Fund, Fin Dept ID, Agency Cost 1, Agency Cost 2, Approp ID, Asset Category, Project, Transaction Type, Quantity, Cost, Activity (Project), Analysis Type (Project), Source Type (Project), Sub Account</p>
Notes	<p><b>Common Asset Status Codes:</b> I – In service D- Disposed (Retired) A – Received (Not in Service)</p> <p><b>System Source:</b> Will only display “PAP” (AP Online Entry page) or blank by design.</p> <p><b>Location Status</b> (is not available for viewing in Basic Add) A – Active I -- Inactive</p>

### 3. M\_AM\_GENERAL\_LOCATION3

**M\_AM\_GENERAL\_LOCATION3 - VARIABLE INPUT OF LOCATION**

Location % OK:

Business Unit:

Status I, D, A, P OR %:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (913 kb)

[View All](#)

	Unit	Location	Asset ID	Status	Tag Number	Serial ID	Descr	Short Desc	Manufacturer	Model	Eff Date	User Fld 1	User Fld 2	User Fld 3	User Fld 4	User Fld 5	User Fld 6	User Fld 7	User Fld 8	Asset Type
1	G1001	G104THFL00	000000000004	I			SOFTWARE LICENSE FEES/RENTALS/	SOFTWARE L			07/11/2011									020
2	G1001	G104THFL00	000000000005	I			Quotation #4709700 - Adobe Acr	Quotation			08/03/2011									020
3	G1001	G104THFL00	000000000008	I			InstallShield Professional Mail	InstallShi			08/17/2011									020
4	G1001	G104THFL00	000000000010	I			Ricoh SP 3410SF w/additional p	Ricoh SP 3			07/25/2011									040

<b>Query Name</b>	<b>M_AM_GENERAL_LOCATION3</b>
<b>Description</b>	List of assets by Business Unit and Location with physical information, along with <i>User Defined</i> fields.
<b>Uses</b>	Review asset records for specific location and status.
<b>Prompts</b>	Prompts for Location, <i>Business Unit</i> , and Status.
<b>Fields</b>	<p><b>Most fields in this query can be found on the <i>Basic Add</i> page tabs (Refer to <a href="#">Creating (or Updating) Assets with Basic Add</a>” topic.</b></p> <p><b>General Info tab:</b> Business Unit, Asset ID, Tag Number, Description, Short Description, Status, Profile ID, Asset Subtype.</p> <p><b>Operation / Maintenance tab and Manufacturer/License/Custodian tab:</b> Manufacturing ID, Model, Serial ID.</p> <p><b>Location/Comments/Attributes tab</b> Location, Effective Date.</p> <p><b>User Defined Fields tab</b> User Fields 1 through 10.</p>
<b>Notes</b>	<p><b>Common Asset Status Codes:</b></p> <p>I – In service D- Disposed (Retired) A – Received (Not in Service)</p> <p><b>Location Status</b> (is not available for viewing in Basic Add) A – Active I -- Inactive</p>

#### 4. M\_AM\_BU\_CAT\_STATUS.

**M\_AM\_BU\_CAT\_STATUS - ASSETS BY BU, CATEGORY, STATUS**

Business Unit:

Category Or %:

Beginning Acctg Date:

Ending Acctg Date:

Status I, D or %:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

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Unit	Asset ID	Tag Number	Descr	Short Desc	Category	Profile ID	Fin DeptID	AppropID	Fund	Trans Type	Cost	Status	Acctg Date	In Service Dt	Quantity	Serial ID	VIN
1	G1001	000000001137	Epson PowerLite 1995 WU Projec	Epson Powe	NCPEQ	NCP_EQUIP	G1039000	G100009	1000	ADD	1893.020	I	06/08/2015	06/10/2015	1.0000		
2	G1001	000000001138	AUDIO/VISUAL/VIDEO SUPPLIES -	AUDIO/VISU	NCPEQ	NCP_EQUIP	G1039000	G100009	1000	ADD	323.700	I	06/08/2015	06/10/2015	1.0000		
3	G1001	000000001139	Delivery	Delivery	FLEET	FLEET10	G1031500	G100085	5200	ADD	29.000	I	06/23/2015	06/16/2015	1.0000		
4	G1001	000000001140	Dell Venue 11 Pro (7140) (210-	Dell Venue	SENHW	SEN_ITHW	G1031200	G100001	1000	ADD	1130.060	I	06/30/2015	06/29/2015	1.0000		

Query Name	M_AM_BU_CAT_STATUS
Description	List of asset transactions (Additions, Retirements, etc.) by Business Unit, Asset ID, Category, Transaction Type, and Status.
Uses	View list of assets for a specific Asset Category or Asset Status.
Prompts	<p>Prompts for Business Unit, Category, Beginning Accounting Date and Ending Accounting Date, Status.</p> <p><b>Note:</b> You must provide dates. To include all transactions, use 06/30/2011 for the Beginning Date and the current date as the Ending Date.</p>
Fields	<p><b>Many fields in this query can be found on the <i>Basic Add</i> page tabs (Refer to <a href="#">Creating (or Updating) Assets with Basic Add</a> topic.</b></p> <p><b>General Info tab:</b></p> <p>Business Unit, Asset ID, Tag Number, Description, Short Description, Profile ID.</p> <p><b>Book page Link on General Info tab</b></p> <p>In Service Date</p> <p><b>Operation / Maintenance tab and Manufacturer/License/Custodian tab:</b></p> <p>Serial ID, VIN.</p> <p><b>Cost History page</b> (refer to <a href="#">“Viewing Cost History”</a> topic).</p> <p>Accounting Date, Fund, Fin Dept ID, Approp ID, Asset Category, Project, Transaction Type, Quantity, Cost.</p>



Query Name	M_AM_BU_CAT_STATUS
Notes	<ul style="list-style-type: none"> <li>Results do not include assets with Status of “Received (Not in Service)”. Use the M_AM_GBL_ASSET_STATUS_A query to view the assets with the “Received (Not in Service)” status.</li> <li>Query results can be incomplete if assets are missing cost records; for example, staff could have incorrectly changed the status of an asset.</li> <li>View M_AM_GBL_ASSET_PROFILE for listing of asset Categories.</li> </ul> <p>Common Asset Status Codes:</p> <p>I – In service</p> <p>D -- Disposed (Retired)</p>

5. M\_AM\_GBL\_ASSET\_STATUS\_A.

M_AM_GBL_ASSET_STATUS_A - RECEIVED (NOT IN SERVICE)																	
Business Unit: G1001																	
View Results																	
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (9 kb)																	
View All																	
Unit	Asset ID	Tag Number	Descr	Short Desc	Status	Sys Source	PO No.	PO Line	Sched Num	Vendor ID	Vendor Name	Receipt No	Receipt Line	RecvDistLn	Dist Seq	Invoice	Amount
1	G1001	0000000000081	E-Quote 1016278454421 Dell Pro	E-Quote 10	A	PPO	3000000452	1	2	1	0000212415	0000000386	1	2	1		121.531
2	G1001	0000000000083	Quote #599978108 Dell 2230d La	Quote #599	A	PPO	3000000453	1	2	1	0000212415	0000000387	1	2	1		101.786
3	G1001	0000000000122	E-Quote 1005761171139 OptiPlex	E-Quote 10	A	PPO	3000000594	1	2	1	0000212415	0000000772	1	2	1		2074.413

Query Name	M_AM_GBL_ASSET_STATUS_A
Description	List of assets with a <i>Status</i> of “A”, (Received not in Service).
Uses	This <i>Status</i> should only be applied to assets that are recently received and awaiting payment. If an asset record has not been updated to “In Service” after an appropriate period of time, Asset Managers need to review the records for issues. Refer to the “Resolving “Received (Not in Service)” topic in the <a href="#">Asset Management User Guide (AM1 – Part 2)</a> for instructions.
Prompts	Prompt for <i>Business Unit</i> .

Query Name	M_AM_GBL_ASSET_STATUS_A
Fields	<p>Many fields in this query can be found on the <i>Basic Add</i> page tabs (Refer to <a href="#">Creating (or Updating) Assets with Basic Add</a> topic).</p> <p><b>General Info tab:</b> Business Unit, Asset ID, Tag Number, Description, Short Description, Asset Status, Acq Date (Acquisition Date).</p> <p><b>Book page Link on General Info tab</b> In Service Date</p> <p><b>Asset Acquisition Detail tab</b> System Source, all Purchase Order, Receipt, and Vendor fields, Amount, Quantity and ChartFields.</p>
Notes	Results only include assets with Status of "Received (Not in Service).

6. M\_AM\_GENUSER\_INFO\_CAFR\_NULL.

M\_AM\_GENUSER\_INFO\_CAFR\_NULL - ASSETS NOT INCLUDED IN CAFR QU

BUSINESS UNIT INCL %:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#) First [1-1 of 1](#) Last

Unit	Asset ID	Tag Number	Descr	Short Desc	Status	Profile ID	In Service Dt	Acctg Date	Fund	Fin DeptID	Agcy Cost 1	Agcy Cost 2	AppropID	Category	Qty	Cost
1	G1001	000000001143			I	EQUIP04	10/06/2015									

<b>Query Name</b>	<b>M_AM_GENUSER_INFO_CAFR_NULL</b>
<b>Description</b>	List of assets with Asset Status "In Service" that do not have a complete cost record. Assets not included in CAFR.
<b>Uses</b>	Identify assets with incomplete cost records. All assets in SWIFT should have cost records. When cost records are missing, the asset should be reviewed to determine the reason for the missing records. Refer to the "Resolving "Received (Not in Service)" topic for assistance.
<b>Prompts</b>	Prompt for Business Unit.
<b>Fields</b>	<p><b>Many fields in this query can be found on the <i>Basic Add</i> page tabs (Refer to <a href="#">Creating (or Updating) Assets with Basic Add</a>" topic.</b></p> <p><b>General Info tab:</b> Business Unit, Asset ID, Tag Number, Description, Short Description, Asset Status, Profile ID.</p> <p><b>Book page Link on General Info tab</b> In Service Date</p> <p><b>Cost History page</b> (refer to "<a href="#">Viewing Cost History</a>" topic). Accounting Date, Fund, Fin Dept ID, Agency Cost 1, Agency Cost 2, Approp ID, Asset Category, Quantity, Cost.</p>
<b>Notes</b>	This query will only display assets with Status of "In Service" by design.

## 7. M\_AM\_GENUSER\_INFO\_CAFR\_ORDER.

**M\_AM\_GENUSER\_INFO\_CAFR\_ORDER - ASSET FIN,TAG,LOC,PURCH,PROJ**

Unit OR %:

Category OR %:

Status OR %:

Fund OR %:

Beginning Accounting DT:

Ending Accounting DT:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (8 kb)

[View All](#)

Unit	Asset ID	Tag Number	Descr	Category	Profile ID	Fin DeptID	AppropID	Fund	Cost	Trans Type	Status	Acctg Date	In Service Dt	Acq Date	Location	Description
1	G1001	000000001137	Epson PowerLite 1985 WU Projec	NCPEQ	NCP_EQUIP	G1039000	G100009	1000	1893.020	ADD	I	06/08/2015	06/10/2015	06/10/2015	G104THFL00	MN MANAGEMEN & BUDGET
2	G1001	000000001138	AUDIO/VISUAL/VIDEO SUPPLIES -	NCPEQ	NCP_EQUIP	G1039000	G100009	1000	323.700	ADD	I	06/08/2015	06/10/2015	06/10/2015	G104THFL00	MN MANAGEMEN & BUDGET
3	G1001	000000001139	Delivery	FLEET	FLEET10	G1031500	G100085	5200	29.000	ADD	I	06/23/2015	06/16/2015	06/16/2015	G104THFL00	MN MANAGEMEN & BUDGET
4	G1001	000000001140	Dell Venue 11 Pro (7140) (210-	SENHW	SEN_JTHW	G1031200	G100001	1000	1130.060	ADD	I	06/30/2015	06/29/2015	06/29/2015	G104THFL00	MN MANAGEMEN & BUDGET

Query Name	M_AM_GENUSER_INFO_CAFR_ORDER
Description	Lists the same fields available in the M_AM_GENUSER_INFO query with columns that match the CAFR sequence.
Uses	Generates asset information similar to the CAFR worksheet, for use in reviewing CAFR assets.
Prompts	Prompts for Business Unit, Category, Status, Fund, and Accounting Dates.
Fields	See M_AM_GENUSER_INFO.
Notes	<p>This query will not return asset information for assets that do not have cost records. Before running this query, you should first view the results for the below queries which will provide information about assets with missing COST information:</p> <p>M_AM_GENUSER_CAFR_NULL</p> <p>M_AM_GBL_ASSET_STATUS_A</p>

## 8. M\_AM\_GENUSER\_INFO\_CAFR\_ASSETID.

**M\_AM\_GENUSER\_INFO\_CAFR\_ASSETID - ASSET FIN,TAG,LOC,PURCH,PROJ**

Unit OR %:   
 Category OR %:   
 Status OR %:   
 Fund OR %:   
 Beginning Accounting DT:    
 Ending Accounting DT:    
 Beginning Asset ID:   
 Ending Asset ID:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

[View All](#)

Unit	Asset ID	Tag Number	Descr	Category	Profile ID	Fin DeptID	AppropID	Fund	Cost	Trans Type	Status	Acctg Date	In Service Dt	Acq Date	Location	Description	Address
1	G1001	000000001137	Epson PowerLite 1985 WU Projec	NCPEQ	NCP_EQUIP	G1039000	G100009	1000	1893.020	ADD	I	06/08/2015	06/10/2015	06/10/2015	G104THFL00	MN MANAGEMENT & BUDGET	400 CENTENN BLDG

Query Name	M_AM_GENUSER_INFO_CAFR_ASSETID
<b>Description</b>	Lists the same fields available in the M_AM_GENUSER_INFO query with columns that match the CAFR sequence. (Includes Asset ID prompts to limit assets included.)
<b>Uses</b>	Generates asset information similar to the CAFR worksheet for use in reviewing CAFR assets
<b>Prompts</b>	Prompts for Business Unit, Category, Status, Fund, Accounting Dates, and Beginning Asset ID, and Ending Asset ID.
<b>Fields</b>	See No. 4 M_AM_GENUSER_INFO.
<b>Notes</b>	Has a prompt for Asset ID.  This query will not return asset information for assets that do not have cost records. Before running this query, you should first view the results for the below queries which will provide information about assets with missing COST information:  M_AM_GENUSER_CAFR_NULL M_AM_GBL_ASSET_STATUS_A

### Running SWIFT Queries for Clean Up and Review

Begin by navigating to the *Query Viewer* page to run the queries.

1. **Navigation Links:** Reporting Tools, Query, Query Viewer.
2. Enter your Search criteria, such as the name of the query you want to. The names of frequently used queries are provided in the table below. Detailed descriptions of the queries are provided in the Topic Overview section.

Financial Management System

Favorites
Main Menu
Reporting Tools
Query
Query Viewer

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By
Query Name

begins with
M\_AM\_GENERAL\_INFO

Search
Advanced Search

### Search Results

\*Folder View
-- All Folders --

Query	Personalize	Find	View All	First	1-3 of 3	Last																		
<table> <tr> <th>Query Name</th> <th>Description</th> <th>Owner</th> <th>Folder</th> <th>Run to HTML</th> <th>Run to Excel</th> <th>Run to XML</th> <th>Schedule</th> <th>Add to Favorites</th> </tr> <tr> <td>M_AM_GENERAL_INFO</td> <td>ASSET, COST, LOCATION, DESCRIP</td> <td>Public</td> <td></td> <td>HTML</td> <td>Excel</td> <td>XML</td> <td>Schedule</td> <td>Favorite</td> </tr> </table>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites	M_AM_GENERAL_INFO	ASSET, COST, LOCATION, DESCRIP	Public		HTML	Excel	XML	Schedule	Favorite						
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites																
M_AM_GENERAL_INFO	ASSET, COST, LOCATION, DESCRIP	Public		HTML	Excel	XML	Schedule	Favorite																

Query Name	Description
M_AM_GBL_ASSET_PROFILE	List of current Asset Management <i>Profile ID</i> 's, along with corresponding <i>Category</i> and <i>Asset Type</i> .
M CG_GBL_CATEGORIES_ASSETS	List of current Purchasing Category codes which are associated with Asset Management <i>Profile ID</i> 's.
M_AM_GENERAL_INFO	List of assets with summary (total) cost, summary (total) quantity, and <i>Location</i> .
M_AM_GENUSER_INFO	List of assets with general information and detailed cost information, along with <i>User Defined</i> fields. This query provides a separate line for each "Cost" record for an asset.
M_AM_GENERAL_LOCATION3	List of assets by Business Unit and Location with physical information, along with <i>User Defined</i> fields.
M_AM_BU_CAT_STATUS	List of asset transactions (Additions, Retirements, etc.) by Business Unit, Asset ID, Category, Transaction Type, and Status.
M_AM_GBL_ASSET_STATUS_A	List of assets with a <i>Status</i> of "A" (Received not in Service).
M_AM_GENUSER_INFO_CAFR_NULL	List of assets with <i>Status</i> "In Service" that do not have a complete cost record.
M_AM_GENUSER_INFO_CAFR_ORDER	Lists the same fields available in the M_AM_GENUSER_INFO query with columns that match the CAFR sequence.

Query Name	Description
M_AM_GENUSER_INFO_CAFR_ASSETID	Lists the same fields available in the M_AM_GENUSER_INFO query with columns that match the CAFR sequence and has a prompt for Asset ID.

- Click on the **Search** button. Queries display in the **Search Results** listing.  
**Tip:** Click on the *Add to Favorite* link to add these queries to your *My Favorites Queries* listing so you won't have to search for them again.
- In the *Search Results* listing, select the option you want for the output: select "HTML" to view the query results on the screen; or select "Excel" to download the results in a Microsoft Excel file. A new tab opens to run the query.

M\_AM\_GENERAL\_INFO - ASSET, COST, LOCATION, DESCRIP

Business Unit:

Profile ID OR %:

Asset Status I, A, D, %:

[View Results](#)

No matching values were found.

Unit	Asset ID	Tag Number	Descr	Short Desc	Status	Profile ID	Capitalize	Acq Code	Acq Date	Mfg ID	Manufacturer	Model	Serial ID	Date Made	Hazardous Asset	VIN	In Service Dt	Qty	Cost	Location	Description	Status	Sys Source	PO Unit No.
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- Enter the prompt information which will vary, depending on which query you chose to run. Use the percent sign (%), when noted, as a Wild Card.
- Press the **View Results** button.
  - If you chose "HTML" for the output, the results will display on the page.

Query Viewer state.mn.us

File Edit View Favorites Tools Help

M\_AM\_GENERAL\_INFO - ASSET, COST, LOCATION, DESCRIP

Business Unit:

Profile ID OR %:

Asset Status I, A, D, %:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (957 kb)

[View All](#)

	Unit	Asset ID	Tag Number	Descr	Short Desc	Status	Profile ID	Capitalize	Acq Code	Acq Date	Mfg ID	Manufacturer	Model	Serial ID	Date Made	Hazardous Asset	VIN	In Service Dt	Qty	Cost
1	G1001	0000000000001		Room Rental for Training	Room Renta	D	LSE_BLDG	N	P	08/10/2011						N		08/10/2011		
2	G1001	0000000000002		Ricoh MPC4501 Includes 100 she	Ricoh MPC4	D	NCP_EQP05	N	P	08/10/2011						N		08/10/2011		
3	G1001	0000000000003		Ricoh MPC4501 Includes 100 she	Ricoh MPC4	D	NCP_EQP05	N	P	08/10/2011						N		08/10/2011		

- If you chose "Excel", a prompt appears asking what you want to do with the Excel file. Options include: "Open", "Save", or "Save As".

M\_BI\_INTFC\_ERRORS\_INTFCID - Prompt on Interface Number

Interface ID:

View Results

	Intfc ID	Line Num	Unit	Err Status
<div> <div>Windows Internet Explorer</div> <div> What do you want to do with q.xls? </div> <div> Size: 6.00 KB  Type: Microsoft Excel 2003  From: fms.swift.state.mn.us </div> <div> <div> → Open  The file won't be saved automatically. </div> <div>→ Save</div> <div>→ Save as</div> </div> <div>Cancel</div> </div>				